7. Certificates (*a*) and (*d*) shall be those granted by a District Medical Officer or a Medical Officer of or above the grade of an Assistant Surgeon. Certificate (*b*) must be one granted by the Principal of the College in which the candidate was last educated or from a Mysore Officer of or above the rank of an Assistant Commissioner. Certificate (*c*) shall be that granted by the University.

8. The fee will be returned if the candidate's certificates are not satisfactory. No refund of the fee under any other circumstances will be made.

9. The form of the application shall be as follows :—

Application for admission into the Secretariat Clerical Service Examination.

Name in full	Father's name	Address	Age	Description of enclosures produced			Remarks
				Certificate of qualification	Certificates of age and physical fitness	Receipt for fee paid	
1	2	3	4	5	6	7	8

10. The names of the successful candidates who are within the number required will be duly notified.

K. R. SRINIVASIENGAR,
Officiating Secretary to Government,
General and Revenue Departments.

JUDICIAL DEPARTMENT.

IN THE CHIEF COURT OF MYSORE AT BANGALORE.

CRIMINAL SIDE.

Rule of Practice No. 84, *dated 6th August* 1912.

The following rules for the supply and custody of Stationery and Forms framed by the Chief Court, having received the sanction of Government, are published for the guidance of all Criminal Courts.

1. All stationery and forms shall be in charge of a special English knowing clerk who shall be styled the Stationery and Forms Clerk.

2. Indents for stationery and forms are to be made only on the prescribed forms of indent, which will be supplied on application to the Superintendent of the Stationery Depôt.

3. Indents will be prepared in duplicate and will be submitted through the Registrar of the Chief Court, the indents for stationery on or before the 15th January and the indents for forms on or before the 1st February. The punctual submission of all indents is very essential.

4. The annual indents should be carefully prepared so as to include all stationery and forms which will be required during the coming year. A full explanation of any considerable differences between the average consumption and the demand must be given and when any articles which are supplied at stated periods, or once for all, are indented for, the prescribed certificate must be attached.

5. The necessity for supplementary and emergent indents may be due to under-estimate in the annual indent, the accidental loss or destruction of forms, the revision of existing or the introduction of new forms, or to an unforeseen demand. Their submission causes

considerable inconvenience and every care should be taken, by the exercise of forethought at the time of submission of the annual indent, to prevent the necessity for them arising. When such indents are unavoidable satisfactory explanations must be furnished of the circumstances under which the additional supplies are required.

6. No forms other than the forms prescribed are to be indented for. When any officer is of opinion that any new form should be prescribed or that any existing form is defective as regards its contents or size or quality of paper, he should make a separate reference to the Chief Court.

7. Packages containing stationery or forms shall be opened and examined as soon after arrival as possible in the presence of the Indenting Officer or of some one appointed by him for that purpose who will be required to check the contents of the packages with the invoice sheet and to fill in the prescribed certificate. The nature and extent of any damage to the packages or their contents should be clearly stated as also any differences either in kind or quantity between the articles mentioned in the invoice sheet and the articles actually received.

8. Space should be specially set apart for the storage of stationery and forms which should be kept under lock and key. It is essential that the general office staff should not be able to have access to the stationery or forms without the knowledge of the clerk in charge. Each description of form should be placed in a separate bundle which shall be labelled with the name and number of the form. Special care should be taken to prevent the stationery and forms in store from being damaged by rats, white-ants, etc.

9. A sample of each sanctioned form shall be kept in a File Book by the special clerk. All new forms shall be added and all amendments to old forms noted.

10. The following registers will be maintained by the Stationery and Forms Clerk:—

F_1. General Store Account Book of Stationery.
F_2. Account Book of the Issue of Stationery.
K. Personal Ledger (Stationery).
F_1. General Store Account Book of Forms.
F_2. Account Book of the Issue of Forms.

11. Each supply of stationery or forms shall immediately on receipt be entered in the General Store Account Book and issues therefrom shall be regularly posted in the Account Book of Issue.

12. Indenting Officers should by standing order prescribe the procedure under which stationery and forms shall be issued from Store for consumption in their offices. The essential conditions to be ensured are that all issues of stationery and forms shall be immediately posted, that no issue shall be made except under proper authority and that no supply of stationery or forms in excess of the anticipated requirements for one month shall be issued at one time. The practice of making over at one time the whole supply estimated for the consumption of the year defeats the maintenance of any efficient check over consumption and is strictly prohibited.

13. Stock shall be taken of all stationery and forms once a year. The counting of all forms and articles of stationery shall be done by the special clerk and the Indenting Officer shall personally check not less than ten per cent of the entries. The Store Account Books shall then be corrected to show the actual verified balance in hand and the orders of the Indenting Officer taken as regards any discrepancies discovered. In order to reduce labour and to minimise the possibility of mistakes, stock-taking should be done when stock is at its lowest, that is, in the course of the month immediately preceding the receipt of a fresh supply.

14. Damaged and obsolete forms which cannot be made available for use shall be written off under the orders of the Indenting Officer.

15. These rules are to be read side by side with and as supplemental to the rules issued under Government Order No. G. 6011—60, dated the 27th May 1904.

CIVIL SIDE.

Rule of Practice No. 152, dated 6th August 1912.

The following rules for the supply and custody of Stationery and Forms framed by the Chief Court, having received the sanction of Government, are published for the guidance of all Civil Courts.

1. All stationery and forms shall be in charge of a special English knowing clerk who shall be styled the Stationery and Forms Clerk.

2. Indents for stationery and forms are to be made only on the prescribed forms of indent, which will be supplied on application to the Superintendent of the Stationery Depôt.

3. Indents will be prepared in duplicate and will be submitted through the Registrar of the Chief Court, the indents for stationery on or before the 15th January and the indents for forms on or before the 1st February. Subordinate Judges and Munsiffs will submit

their indents *direct* and not through the District Court. The punctual submission of all indents is very essential.

4. The annual indents should be carefully prepared so as to include all stationery and forms which will be required during the coming year. A full explanation of any considerable differences between the average consumption and the demand must be given and when any articles which are supplied at stated periods, or once for all, are indented for, the prescribed certificate must be attached.

5. The necessity for supplementary and emergent indents may be due to under-estimate in the annual indent, the accidental loss or destruction of forms, the revision of existing or the introduction of new forms or to an unforeseen demand. Their submission causes considerable inconvenience and every care should be taken, by the exercise of forethought at the time of submission of the annual indent, to prevent the necessity for them arising. When such indents are unavoidable satisfactory explanations must be furnished of the circumstances under which the additional supplies are required.

6. No forms other than the forms prescribed are to be indented for. When any officer is of opinion that any new form should be prescribed or that any existing form is defective as regards its contents or size or quality of paper, he should make a separate reference to the Chief Court.

7. Packages containing stationery or forms shall be opened and examined as soon after arrival as possible in the presence of the Indenting Officer or of some one appointed by him for that purpose who will be required to check the contents of the packages with the invoice sheet and to fill in the prescribed certificate. The nature and extent of any damage to the packages or their contents should be clearly stated as also any differences either in kind or quantity between the articles mentioned in the invoice sheet and the articles actually received.

8. Space should be specially set apart for the storage of stationery and forms which should be kept under lock and key. It is essential that the general office staff should not be able to have access to the stationery or forms without the knowledge of the clerk in charge. Each description of form should be placed in a separate bundle which shall be labelled with the name and number of the form. Special care should be taken to prevent the stationery and forms in store from being damaged by rats, white-ants, etc.

9. A sample of each sanctioned form shall be kept in a File Book by the special clerk. All new forms shall be added and all amendments to old forms noted.

10. The following registers will be maintained by the Stationery and Forms Clerk :—

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11. Each supply of stationery or forms shall immediately on receipt be entered in the General Store Account Book and issues therefrom shall be regularly posted in the Account Book of Issue.

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13. Stock shall be taken of all stationery and forms once a year. The counting of all forms and articles of stationery shall be done by the special clerk and the Indenting Officer shall personally check not less than ten per cent of the entries. The Store Account Books shall then be corrected to show the actual verified balance in hand and the orders of the Indenting Officer taken as regards any discrepancies discovered. In order to reduce labour and to minimise the possibility of mistakes, stock-taking should be done when stock is at its lowest, that is, in the course of the month immediately preceding the receipt of a fresh supply.

14. Damaged and obsolete forms which cannot be made available for use shall be written off under the orders of the Indenting Officer.

15. These rules are to be read side by side with and as supplemental to the rules issued under Government Order No. G. 6011—60, dated the 27th May 1904.

V. A. RAJARATNA MUDALIAR,
Registrar.